

Retention and Classification Report

Agency: Jordan School District (Utah). Office of Student Services (1418)

7387 South Campus View Drive
West Jordan, UT 84088
801-567-8183

Records Officer

27230	Annual statistical report and fall enrollment
82449	Elementary and middle school non-transferred student files
27231	Enrollment
25459	Master daily attendance roll
83855	Official transcripts
27239	Special education files
82448	Student cumulative record
25456	Student information report

AGENCY: Jordan School District (Utah). Office of Student Services

SERIES: 27230

3

TITLE: Annual statistical report and fall enrollment

DATES: 1980-

ARRANGEMENT: Chronological and thereunder alphabetical

DESCRIPTION:

This report is completed on student enrollment and dropouts as of October 1. It is used to qualify for state funding. Individual schools directly update the State computer system. The report is printed, signed and audited by district external auditors and sent to the State Office of Education. The report includes student enrollment by school, by grade, and ethnic group. The report also includes the dropout report.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 19, Item 5.

AUTHORIZED: 05/11/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Jordan School District (Utah). Office of Student Services

SERIES: 82449

3

TITLE: Elementary and middle school non-transferred student files

DATES: 1975-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These are the files of elementary and middle school students (K-8) who attended school in the Jordan School District, but have moved from the district without having their files transferred. These files contain: schools and years attended, classes attended, copies of report cards, health records, and test scores. It is the policy of the district when a student transfers from kindergarten through eighth grade that the student's file is sent to the new district. For high school students only a copy of the file is sent.

RETENTION:

Retain 15 years.

DISPOSITION:

Destroy provided 9th grade students files are removed and retained

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 12 years and then destroy.

AGENCY: Jordan School District (Utah). Office of Student Services

SERIES: 82449

TITLE: Elementary and middle school non-transferred student files

(continued)

APPRAISAL:

Administrative

This retention is based upon the administrative needs of the district and reflect a previously approved policy of the Jordan School Board.

PRIMARY CLASSIFICATION:

Private

AGENCY: Jordan School District (Utah). Office of Student Services

SERIES: 27231

3

TITLE: Enrollment

DATES: 1977-

ARRANGEMENT: Chronological by year thereunder alphabetical by student's name.

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a computer report on student attendance generated by the school secretary from data entered throughout the quarter/semester/trimester. It is used for reference purposes. The year end report lists attendance by students for the school year. It includes date, student number and name, sex, number of days absent, and number of days present.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 19, Item 5.

AUTHORIZED: 05/11/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Jordan School District (Utah). Office of Student Services

SERIES: 25459

1

TITLE: Master daily attendance roll

DATES: 1977-

ARRANGEMENT: Chronological by year, thereunder alphabetical by surname

ANNUAL ACCUMULATION:

DESCRIPTION:

Jordan School District keeps a master attendance report. For each student this report includes student's name and student number and then details information about absences and tardies.

RETENTION:

Retain 50 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 49 years and then destroy.

APPRAISAL:

Administrative

This retention is based on Jordan District's administrative need for these records.

AGENCY: Jordan School District (Utah). Office of Student Services

SERIES: 83855

3

TITLE: Official transcripts

DATES: 1905-

ARRANGEMENT: Chronological, thereunder alphabetical by name

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These cards are the official record of school attendance and high school graduation. They are used to document graduation from high school and to verify classes attended and credits earned. They are used for college admission and employment. They also include the transcripts for students who did not graduate, but attended high school classes in the district (ninth to twelfth grades). It contains: student's name, address, birthdate, names of parents, lists of high school classes and grades, date of graduation, test scores, class ranking, grade point average, and social security. It is part of the Student Cumulative File until it is weeded three years after graduation. Since 1984, all official transcript information on graduated seniors is also maintained on-line on the Office of Education Computer System.

RETENTION:

Retain permanent.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

AGENCY: Jordan School District (Utah). Office of Student Services

SERIES: 83855

TITLE: Official transcripts

(continued)

Microfilm master: Retain in Office permanently.

APPRAISAL:

Administrative Historical

This transcript is critical for verification purposes not only for admission to college and employment, but for students who have not graduated for readmission to high school. It has potential for being important for educational research.

PRIMARY CLASSIFICATION:

Private

AGENCY: Jordan School District (Utah). Office of Student Services

SERIES: 27239

3

TITLE: Special education files

DATES: 1982-

ARRANGEMENT: Alphabetical by surname.

ANNUAL ACCUMULATION:

DESCRIPTION:

These files document the progress and participation of students enrolled in special education programs provided by Utah school districts. Files are kept in accordance with federal regulations which define record keeping practices and funding requirements. District services can be discontinued when students move, refuse services, or are reclassified as no longer needing special education services. Student folders contain various reports and completed forms including individualized education program records (IEPs), inspection logs, evaluation and re-evaluation forms, parental approval forms, test protocols, parent surveys and information, third party information, placement documents, refusal of services forms, and other legal documents. 34CFR 300.562 (2008) & 34CFR 99 (2008).

RETENTION:

Retain 27 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 16, Item 5.

AUTHORIZED: 08/13/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 26 years and then destroy.

AGENCY: Jordan School District (Utah). Office of Student Services

SERIES: 27239

TITLE: Special education files

(continued)

APPRAISAL:

Administrative

The agency has expressed an administrative need to retain these records for two additional years beyond the three-year retention specified in the state school district general retention schedule and by federal and state guidelines.

AGENCY: Jordan School District (Utah). Office of Student Services

SERIES: 82448

3

TITLE: Student cumulative record

DATES: 1986-

ARRANGEMENT: Chronological, thereunder alphabetical by student's name

ANNUAL ACCUMULATION: 20.00 cubic feet.

DESCRIPTION:

These files contain information on students attending school in the Jordan School District. They document student performance and are used for reference purposes. They contain the student's official transcript (containing student's name, address, birthdate, names of parents, lists of high school classes and grades, date of graduation, test scores, class ranking, grade point average, and social security number); copies of achievement test scores; copies of report cards; and health records.

RETENTION:

Retain 3 years after graduation.

DISPOSITION:

Destroy provided official transcript has been pulled and refiled.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after graduation and then destroy provided official transcript has been pulled and refiled.

APPRAISAL:

Administrative

This retention is based upon the administrative needs expressed by the district and reflect a previously approved policy of the Jordan School Board. The transcript is the permanent part of the

AGENCY: Jordan School District (Utah). Office of Student Services

SERIES: 82448

TITLE: Student cumulative record

(continued)

student record. Other records in the file are only needed while the student is enrolled in classes. Those items should be destroyed after the student has graduated.

PRIMARY CLASSIFICATION:

Private

AGENCY: Jordan School District (Utah). Office of Student Services

SERIES: 25456

1

TITLE: Student information report

DATES: 1977-

ARRANGEMENT: Chronological by year, thereunder alphabetical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

These reports include student name and number, grade, address, phone number, date of birth, sex, ethnicity, school year and Social Security number.

RETENTION:

Retain 50 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 49 years and then destroy.

APPRAISAL:

Administrative

This retention is based on Jordan District's administrative need for these records.